

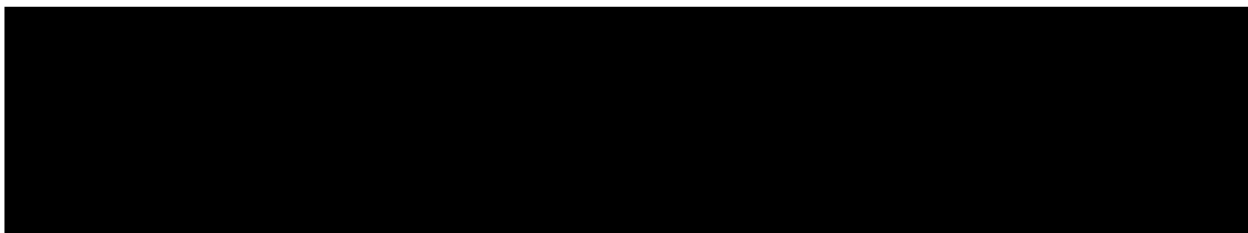
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11 April 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report - Week Ending
11 April 1975

STATINTL



2. Hire the Veteran Affirmative Action Plan:

[REDACTED]

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Staff Personnel Division discussed our responsibilities under the Vietnam Era Veterans Readjustment Assistance Act of 1974 with a representative of the Civil Service Commission this week. He was advised that special affirmative action plans and periodic reporting to the Commission and to Congress will be required on the employment and advancement opportunities for qualified disabled veterans and Vietnam era veterans. Specific instructions will be forthcoming from CSC within a week or two. (CIA provided for the employment, placement and advancement of disabled veterans in its FY 1976 Handicapped Affirmative Action Plan. No provisions have been made as yet on the Vietnam era veterans portion of the law.) (Reported previously at 8:30 Meeting on 8 April 1975.)

3. Summer Interns: Fifty-six Summer Interns remain in process.

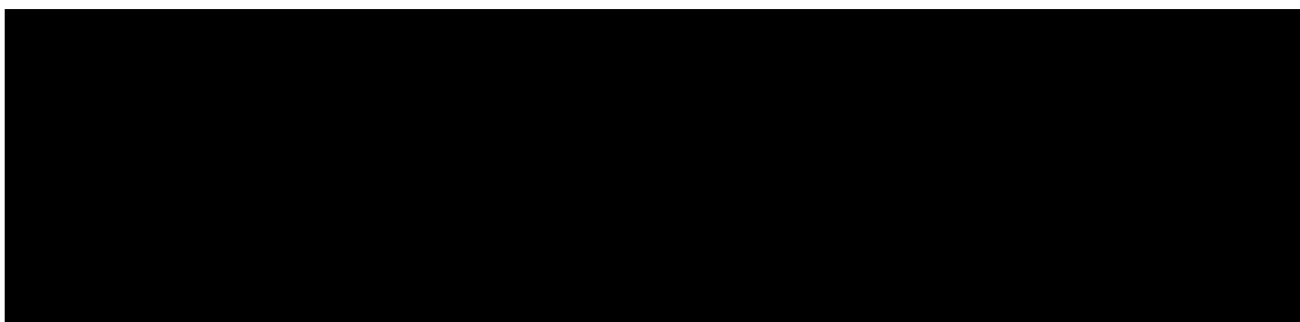
Two were disqualified for security reasons during the week, but 23 are now cleared. Five Interns are Black, the same number we had in the program last year. We have contacted the offices of senior officials of the Agency concerning their speaking during the orientation briefings.

4. Quick Results: The recently published Employee Bulletin on Housing for Co-ops and Summer Interns has already resulted in a listing of several places for student employees to live.

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5. Special Recruitment: Recruiters [REDACTED] of our Washington area recruitment staff continue to report favorably on their recruitment of guards for OD&E. Contacts have been established with the D. C. Manpower Commission and with the Veterans Administration, and their job banks are being utilized with some success.

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7. Computing Single Ceiling: The OP Memorandum covering procedures and techniques to be used in conversion of the staffing system to the single ceiling has been prepared and preliminary copies are being provided to administrative and personnel officers throughout the Agency for guidance in preparing information on contract personnel. We hope to have this information early in May in order that Staffing Complement changes can be completed and issued during June for inclusion in the 30 June Staffing Complements.

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8. New Regulation Changes: We forwarded to Regulations Control Staff revised amendments to [REDACTED] clarifying new procedures for establishing Equalization Allowances.

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9. Special Briefing: [REDACTED] Chief, Review Staff, and [REDACTED] of her staff briefed the newly established EEO Advisory Group on APP, PDP and New Approaches to Personnel Management.

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10. Handicapped Affirmative Action Plan: The FY 1976 Affirmative Action Plan for the Handicapped Program, which was approved by Mr. Colby on 28 March and delivered to the Civil Service Commission on 30 March, has been forwarded to Regulations Control Staff for publication as an Agency Notice.

Coming Events

1. The Co-op Coordinators will leave on Sunday, 13 April, to recruit Co-ops at the University of Missouri on Monday, 14 April. From Tuesday through Friday (15-18 April), they will be attending the International Conference on Cooperative Education in St. Louis.

2. We plan to discuss proposed APP formats and contents with personnel representatives in the career services.

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for F. W. M. Janney
Director of Personnel

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